

CHARGING AND REMISSIONS POLICY

'...like a tree firmly planted by streams of water which yields its fruit...'

Psalm 1v3

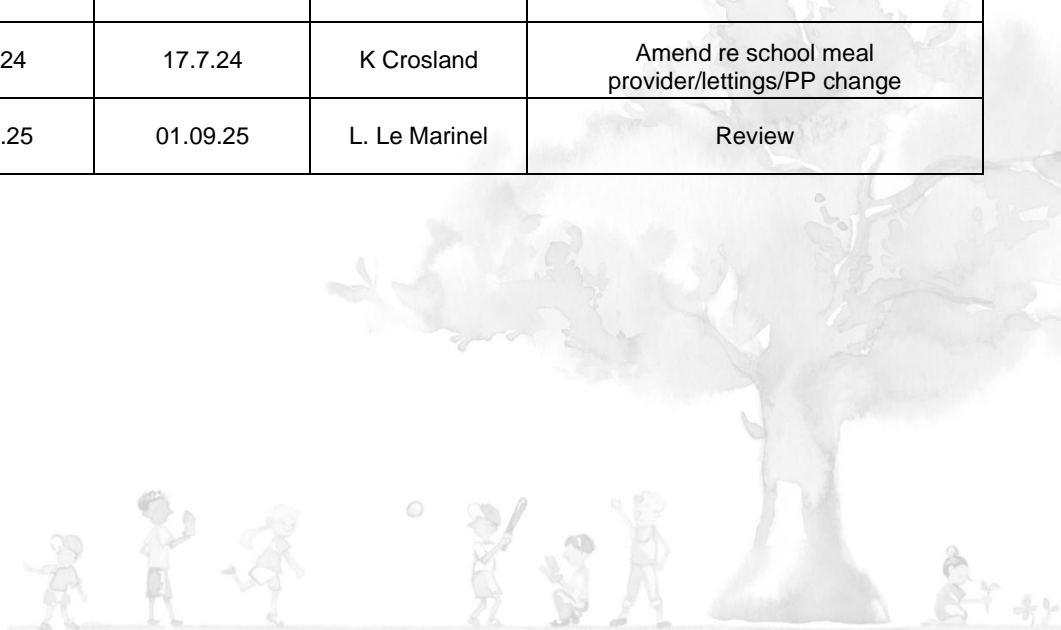


Bollinbrook CE Primary School Charging and Remissions policy

Recommended by	Statutory
Approved by	Education HR & Governing Board
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Legal Status	

CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
2		5.8.19	T. Wallace	Policy Review
3	18.2.21	18.2.21	T Wallace	Exceptions added
4	11.10.21	11.10.21	T Wallace	Children not picked up
5	19.9.23	19.9.23	K Crosland	Debt clarification
6	17.7.24	17.7.24	K Crosland	Amend re school meal provider/lettings/PP change
7	28.07.25	01.09.25	L. Le Marinel	Review





Mission Statement

...‘a tree firmly planted by streams of water which yields its fruit...’ Psalm 1v3

At Bollinbrook CE Primary the Christian value of ‘Love’ is at the heart of who we are as a community. We teach our children to be rooted in Jesus Christ so they develop a love of learning that supports their academic, emotional and spiritual growth. If rooted in Christ, children can grow into who they were created to be. Based on Psalm 1v3, ‘like a tree firmly planted by streams of water which yields its fruit...’ We are helping our children grow spiritually, emotionally and academically laying firm roots that will provide strong foundations and bear fruit that will help them on the next stage of their educational journey.

Day Trips/Educational Visits

- Parents / Carers will be requested to make a donation to cover cost or part cost of Educational visits, including visits where providers come into school to deliver an educational event for the children.
- No child will be barred from such a visit on financial grounds; however where costs cannot be covered by donations trips may have to be cancelled.
- Parents / Carers are at liberty to refuse permission for a child to attend such a visit.
- Where a parent / carer is unable to make a contribution for financial reasons they will be asked to write to the Governing Board to request financial support for the visit.

Where the cost cannot be met by donations received, the Headteacher and Staff may cancel the visit giving due warning to parents.

Residentials

- All residential fees must be paid.
- Payment plans are put in place for all residential visits and parents are given between three months and 1 year to pay for these, depending on cost.
- If a parent is struggling to pay for a residential they must write to the Governing Board who will look at each case on an individual basis.
- The Governing Board has agreed that if a parent is unwilling to meet the cost, their child will not go on the visit. However, all reasonable steps will be made to ensure full participation.

Swimming

- Parents/carers are asked to contribute to the cost of the coach to take the children to the leisure centre
- Parents/carers are asked to contribute to the hire of the swimming pool and swim coaches

Damages

Governors reserve the right to charge for school property which is wilfully damaged or broken.



Refunds

If trips are not fully funded and cannot go ahead, any monies paid at the point of cancellation will be refunded to the original payment card.

No refunds will be given when a child leaves school or is not able to attend a trip for any reason, where school has costed for and is being charged for the full amount, based on the original numbers booked. Where a provider charges only for the reduced number (ie per child attending on the visit day) then a partial refund may be possible; but cannot be confirmed until full balance payments have been made to the service providers.

Loss of School Property

All children in school will be provided with school reading books, homework books etc free of charge. However, these are provided on the basis that if these items are lost or damaged outside of school then we will ask that the cost of replacing these items be paid for by parents/carers. A letter would be sent home requesting payment for replacement items as required; with payment requested within 30 days.

School Meals

- Although the School collects School Meals' income it does so on behalf of the School Meals contractor.
- School meals should be paid in advance via Arbor either on a Monday morning or the beginning of each term/half term.
- In the case of non-payment for school meals, once a week's worth of debt has been incurred, the school will contact the parent/carer and request a packed lunch be brought in, with no further paid meals being provided by school until the debt is fully cleared and the account in credit for the forthcoming week(s)
- The school reserve the right to refuse to serve a school meal if frequent requests for payment are ignored.

The above does not apply until children reach Year 3 as children in EYFS and KS1 are entitled to Universal Infant Free School Meals. Please note that from Year 3 upwards full Free School Meal entitlement children (applied for via Cheshire East Council at <https://synergyweb.cheshireeast.gov.uk/Website/Enquiries/Citizen/FreeSchoolMeals.aspx>) continue to be eligible for funded school meals until circumstances change and their entitlement is removed – after which time payment would need to be made for school meals going forward.

Snacks

- Children in EYFS and KS1 are entitled to free fruit
- Children in Years 1 to 6 may buy a snack from the school kitchen. Payment for these snacks is to be made on the Arbor system and should be paid for in advance.
- Once £5 debt has been incurred the school will contact the parent/carer and ask that snacks are sent in from home until the debt is fully cleared and the account back in credit for the forthcoming week(s).





Lettings

- Letting fees are paid into the Governors account as it is the Governors who are responsible for the school buildings. Payment will be required in advance in the event of non-payment of debts on time.
- The Governors have nominated the School Business Manager to administer this.
- The Governors account is audited annually and submitted to the Schools Finance Team.

Before/After School Club

School provision of wrap around care if via external provider - Holidayzone. As such all sessions for before/after school/Holiday club are paid directly to Holidayzone on their payment terms. They reserve the right to refuse admission to the clubs where debts are outstanding.

Children not collected

If children are not picked up from school or an after school club at the end of the day/session (see Children not picked up from School policy) they will be placed in the Wraparound Care Club and a charge will be made which must be paid on collection of the children from the club.

Exceptions

The school will make part payment of residential trips where the child is pupil premium – parents are required to make up the difference in payment to the total amount.

The governors have agreed that payment for these for relevant children will be taken from the pupil premium funding given to the school.

